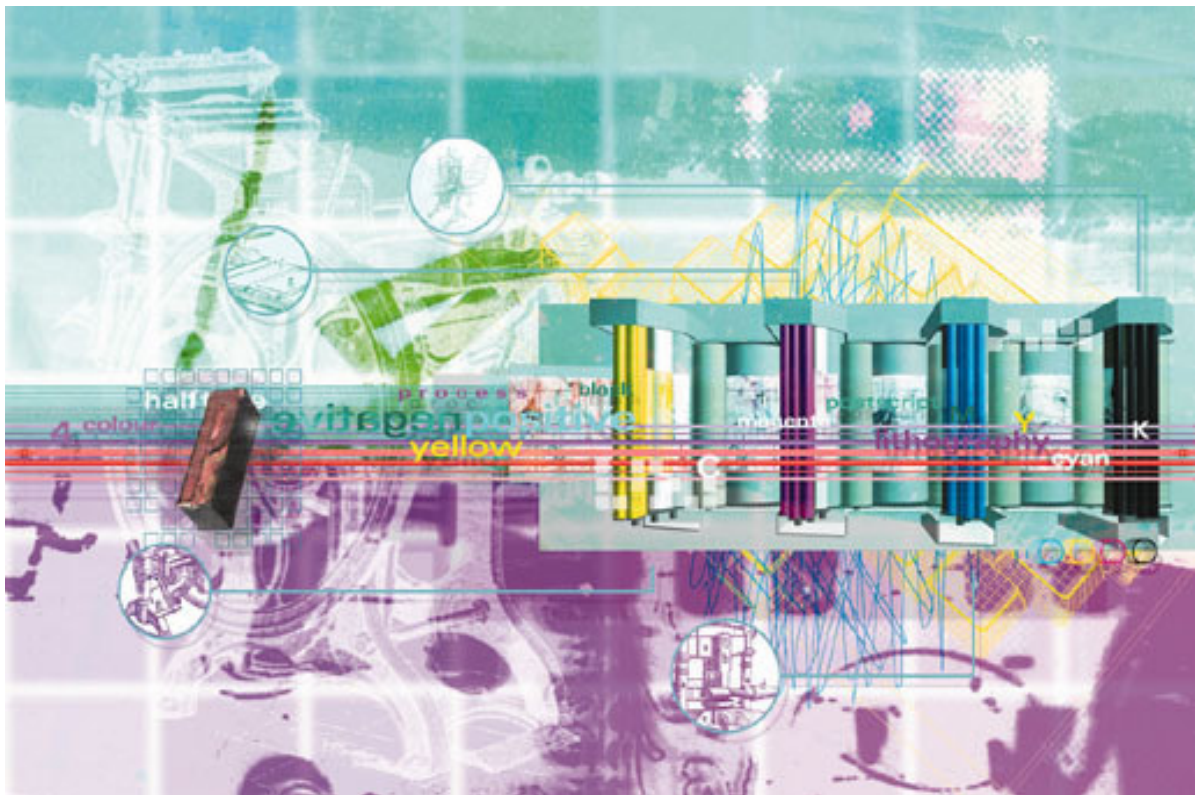




**Printing and Packaging Industry Council
Trinidad and Tobago**

Occupational Classifications Printing and Packaging Industry



2008

**Revolutionizing the training and human resource capital of the
Printing and Packaging Industry**

2008



Updating Occupational Classifications to meet world-class benchmarks

Background

The Printing and Packaging Industry Council (PPIC) has completed an industry analysis and skills foresight for the Printing and Packaging Industry of Trinidad and Tobago.

The skills foresight report was prepared by surveying 100 companies in the printing and packaging industry in Trinidad and Tobago during the period Dec 2007-Jan 2008. The companies were asked to

identify occupations within the industry for which there are skill shortages and where training interventions were a high priority.

For the occupations identified in the skills foresight report, the need for the development of occupational classifications benchmarked internationally is a necessity to ensure global competitiveness of the local workforce.

The industry also stated that persons were not sufficiently aware of the industry and careers that may be available to them.

In addition to the development and standardization of occupational classifications, this report will make the general public aware of the occupations within the sector.

“Find out what jobs are available in the printing and packaging industry in Trinidad and Tobago”

Contents

- 1 Introduction
- 2 Classification System
- 3 Occupations In The Industry
- 4 Format For Occupational Classifications
- 5 Occupational Classifications

Ray Consulting Limited (RCL) was contracted by the Ministry of Trade and Industry (MTI) to develop a work force development plan to be managed by the Printing and Packaging Industry Council (PPIC).

As part of this workforce development plan, the need for updated occupational classifications benchmarked internationally was identified as a necessity.

Occupations In Demand

The skills foresight report for the Printing and Packaging Industry identified several occupations that are in high demand presently.

The PPIC has decided to define occupational classification for these areas as a matter of top priority. The PPIC will continue to develop occupational classifications for other areas within the industry to ensure that all occupations have been ade-

quately defined.

The following occupations were identified by the PPIC for occupational classifications:

- * Supervisors/Managers of Production and Operating Workers
- * Customer Service Representatives
- * Desktop Publishers
- * Pre-Press Workers and Technicians

* Printing Machine Operators

* Factory Workers

* Bindery/Finishing Workers

* Extrusion Machine Operators

* Injection/Blow Molding Machine Operators



Occupations identified by the PPIC for analysis

What are Occupational Classifications ?

The following terminology was used in the development of the occupational classifications:

Job

A Job is defined as a set of tasks performed, or meant to be performed, by an employee.

Occupation

An occupation is defined as a set of **jobs** whose

main tasks are characterised by a high degree of similarity. For instance, an occupation entitled Pre-press Workers and Technicians may include several jobs, such as, Electronic Prepress Operator (EPP), Prepress Stripper or Plate Maker .

Occupational Classification

An occupational classifi-

cation is a tool for organizing all **occupations** in an establishment, an industry or a country into a clearly defined set of groups. It normally consists of two components:

- the **classification system** itself, which gives the guidelines on how occupations are to be classified. It includes the occupational titles and

codes, for example, **PPI004 Pre-press Workers and Technicians**.

- a **descriptive component**, which usually consists of descriptions of the tasks, as well as, other aspects of the occupation, such as, educational requirements, experience, etc.

Local Classifications and International Benchmarks

Local DOTT

The Ministry of Labour and Small and Micro Enterprise Development maintains a register of occupations known the Dictionary of Occupations for Trinidad and Tobago (DOTT). The DOTT is the system of occupational classifications that is used in Trinidad and Tobago.

ILO ISCO

The International Standard Classification of Occupations (ISCO) is one of the main international classifications for which the International Labour Organization (ILO) is responsible. It belongs to the international family of economic and social classifications.

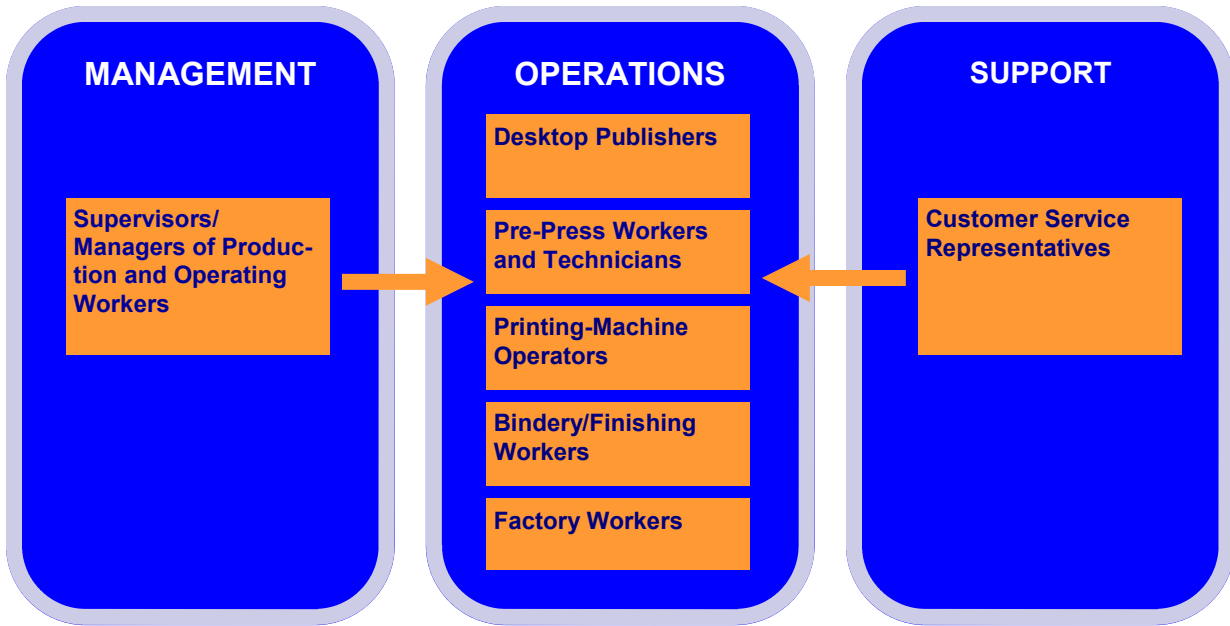
US O*NET

The O*NET program is the primary source of occupational information in the United States of America (USA). The Occupational Information Network (O*NET) is developed under the sponsorship of the US Department of Labor/ Employment and Training Administration (USDOL/ ETA).

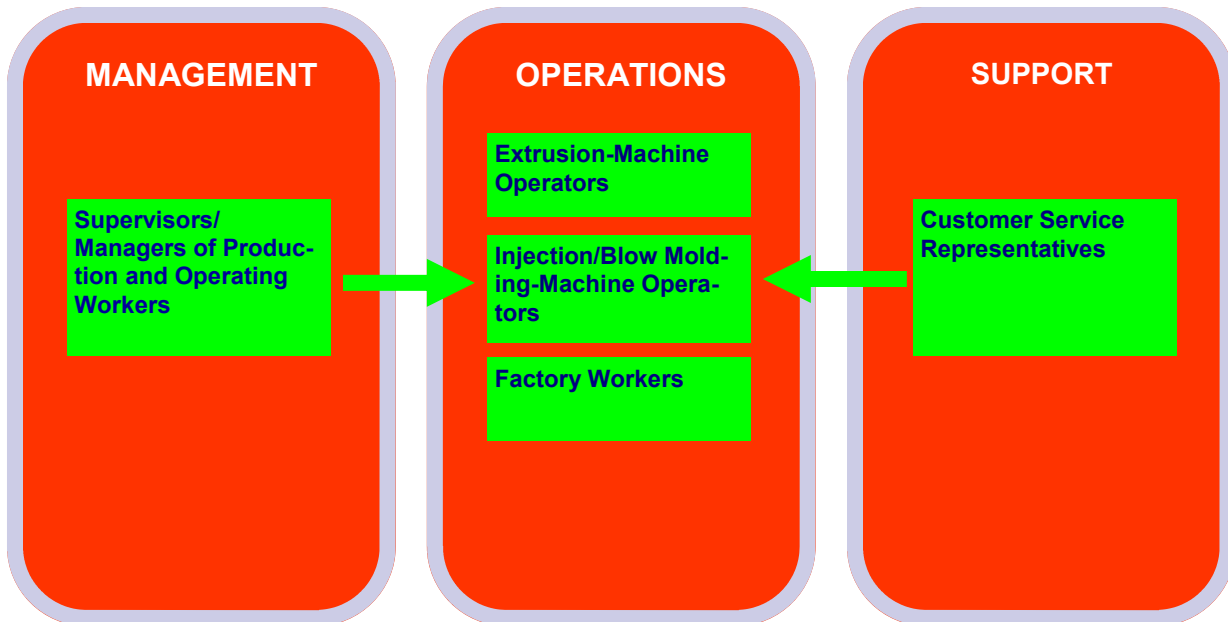
Updated Classifications

The PPIC has updated the local occupational classifications to ensure that workers are globally competitive. The DOTT forms the basis of the updated occupational classifications. These updated occupational classifications are benchmarked internationally against the ISCO and O*NET.

PRINTING



PACKAGING



* There may be other occupations within the industry. The occupations shown here were identified as top priority for analysis by the PPIC. The PPIC will include the other occupations on a phased basis.

Format

The Occupational Classification is comprised of the following sections:

- * Occupational Identifier
- * Revision and Date
- * Occupational Title
- * Description
- * DOTT Classification
- * International Benchmarks
- * Sample Job Titles
- * Tasks
- * Knowledge and Understanding
- * Education
- * Experience
- * Job Training



Occupational Identifier

An alpha-numeric text to uniquely identify the occupation, e.g., PPI004.

Revision and Date

The revision number of the occupational classification and the date it was created or revised.

Occupational Title

This is the meaningful title of the occupation with which companies readily identify, e.g., Printing-Machine Operators

Description

A brief description of the occupation is given.

DOTT Classification

The standard occupational code and title published in the Dictionary of Occupations for Trinidad and Tobago (DOTT) by the Ministry of Labour and Small and Micro Enterprise Development relevant to the occupation, e.g., 8251 Printing-Machine Operators .

International Benchmarks

The ILO ISCO and US O*NET-SCO standard occupational code and titles that are used as international benchmarks for the occupations, e.g., 8251 Printing-Machine Operators (ISCO-88), 51-5023.00 - Printing Machine Operators (O*NET).

Sample Job Titles

Jobs titles that are commonly used by companies that are within the occupation, e.g., Press Operator.

Tasks

The core tasks that are common to most of the jobs identified within the occupation.

General Knowledge and Understanding

The recommended general knowledge and understanding in broad areas required by persons involved in the occupation.

Education

The recommended educational requirements for persons involved in the occupation, e.g., high school.

Experience

The recommended years of experience required by persons involved in the occupation.

Job Training

The recommended job training required by persons involved in the occupation, e.g. 2-3 years working with experienced workers.

PPI001**SUPERVISORS/MANAGERS OF PRODUCTION AND OPERATING WORKERS**

Rev 1 March 2008

DESCRIPTION

Supervise and coordinate the activities of production and operating workers, such as factory workers, machine operators, inspectors, technicians, etc.

DOTT CLASSIFICATION

1231 -Production and Operations Managers in Manufacturing

INTERNATIONAL BENCHMARKS

1222-Production And Operations Department Managers In Manufacturing (ISCO-88)

51-1011.00 - First-Line Supervisors/Managers of Production and Operating Workers (O*NET)

SAMPLE JOB TITLES

Supervisor, Production Supervisor, Manufacturing Supervisor, Shift Supervisor, Team Leader, Production Manager, Plant Manager, Assembly Supervisor, Department Manager, Converting Supervisor, Molding Supervisor, Extrusion Supervisor, Printing Supervisor

TASKS

- Enforce safety and sanitation regulations.
- Direct and coordinate the activities of employees engaged in the production or processing of goods, such as factory workers, machine operators, inspectors, etc.
- Read and analyze charts, work orders, production schedules, and other records and reports, in order to determine production requirements and to evaluate current production estimates and outputs.
- Confer with other supervisors to coordinate operations and activities within or between departments.
- Plan and establish work schedules, assignments, and production sequences to meet production goals.
- Inspect materials, products, or equipment to detect defects or malfunctions.
- Demonstrate equipment operations and work and safety procedures to new employees, or assign employees to experienced workers for training.
- Observe work, and monitor gauges, dials, and other indicators to ensure that operators conform to production or processing standards.
- Confer with management or subordinates to resolve worker problems, complaints, or grievances.
- Interpret specifications, blueprints, job orders, and company policies and procedures for workers.

GENERAL KNOWLEDGE AND UNDERSTANDING

Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

-Public Health, Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective national health, safety and security of operations for the protection of people, data, property, and institutions.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

EDUCATION

Most jobs in this occupation will require training in vocational schools, related on-the-job experience, or an associate's degree in supervisory, production or other management areas. Some may require a bachelor's degree.

EXPERIENCE

3-5 years previous work-related skill, knowledge, or experience is required for this occupation.

JOB TRAINING

Employees in this occupation usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.

PPI002**CUSTOMER SERVICE REPRESENTATIVES**

Rev 1 March 2008

DESCRIPTION

Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints. Receive and process orders for items.

DOTT CLASSIFICATION

5310 - Shop Salespersons and Demonstrators

INTERNATIONAL BENCHMARKS

5220 Shop Salespersons And Demonstrators (ISCO-88)

43-4051.00 - Customer Service Representatives (O*NET)

SAMPLE JOB TITLES

Salesperson, Customer Service Representative, Sales Clerk

TASKS

- Confer with customers by telephone or in person in order to provide information about products and services, to take orders or cancel accounts, or to obtain details of complaints.
- Keep records of customer interactions and transactions, recording details of inquiries, complaints, and comments, as well as actions taken.
- Resolve customers' service or billing complaints by performing activities such as exchanging merchandise, refunding money, and adjusting bills.
- Check to ensure that appropriate actions were taken to resolve customers' problems.
- Contact customers to respond to inquiries or to notify them of claim investigation results and any planned adjustments.
- Refer unresolved customer grievances to designated departments for further investigation.
- Determine charges for services requested, collect deposits or payments, or arrange for billing.
- Complete contract forms, prepare change of address records, and issue service discontinuance orders, using computers.
- Obtain and examine all relevant information to assess validity of complaints and to determine possible causes.
- Solicit sale of new or additional services or products.

GENERAL KNOWLEDGE AND UNDERSTANDING

-*Customer and Personal Service* — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

-*English Language* — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

-*Clerical* — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

-*Mathematics* — Knowledge of arithmetic, algebra, statistics, and their applications.

-*Public Health, Safety and Security* — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective national health, safety and security of operations for the protection of people, data, property, and institutions.

EDUCATION

These occupations usually require a high school education and may require some vocational training or job-related course work in sales, customer service, order handling. In some cases, an associate's or bachelor's degree could be needed.

EXPERIENCE

Some previous work-related skill, knowledge, or experience may be helpful in these occupations, but usually is not needed.

JOB TRAINING

Employees in these occupations need anywhere from a few months to one year of working with experienced employees.

PPI003

DESKTOP PUBLISHERS

Rev 1 March 2008

DESCRIPTION

Format typescript and graphic elements using computer software to produce publication-ready material.

DOTT CLASSIFICATION

3461 Decorators And Commercial Designers

INTERNATIONAL BENCHMARKS

3471 Decorators And Commercial Designers (ISCO-88)

43-9031.00 - Desktop Publishers (O*NET)

SAMPLE JOB TITLES

Computer Typesetter, Electronic Console Display Operator, Graphic Artist, Desktop Publishing Specialist, Electronic Imager, Advertising Associate, Design Editor, Digital Pre Press Operator, Graphic Designer, Desktop Publisher

TASKS

- Check preliminary and final proofs for errors and make necessary corrections.
- Operate desktop publishing software and equipment to design, layout, and produce publish-ready copy.
- View monitors for visual representation of work in progress and for instructions and feedback throughout process, making modifications as necessary.
- Enter text into computer keyboard and select the size and style of type, column width and appropriate spacing for printed materials.
- Store copies of publications on paper, magnetic tape, film or diskette and other electronic devices.
- Position text and art elements from a variety of sources in a visually appealing way to print using knowledge of type styles and size and layout patterns.
- Enter digitized data into electronic prepress system computer memory, using scanner, camera, keyboard, or mouse.
- Edit graphics and photos using pixel or bitmap or other editing, airbrushing, masking, or image retouching.
- Import text and art elements such as electronic clip-art or electronic files from photographs that have been scanned or produced with a digital camera, using computer software.
- Prepare sample layouts for approval, using computer software.

GENERAL KNOWLEDGE AND UNDERSTANDING

-*Computers and Electronics* — Knowledge of computer hardware and software, including applications and programming.

-*Communications and Media* — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

-*Customer and Personal Service* — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

-*English Language* — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

-*Mathematics* — Knowledge of arithmetic, algebra, geometry, statistics, and their applications.

-*Public Health, Safety and Security* — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective national health, safety and security of operations for the protection of people, data, property, and institutions.

EDUCATION

Most jobs in this occupation require training in vocational schools, related on-the-job experience, or an associate's degree in desktop publishing/graphic arts. Some may require a bachelor's degree.

EXPERIENCE

2-5 years previous work-related skill, knowledge, or experience is required for this occupation.

JOB TRAINING

Employees in this occupation usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.

PPI004**PRE-PRESS WORKERS AND TECNICIANS**

Rev 1 March 2008

DESCRIPTION

Set up and prepare material for printing presses.

DOTT CLASSIFICATION

7346 Photographic And Related Workers

INTERNATIONAL BENCHMARKS

7344 Photographic And Related Workers (ISCO-88)

51-5022.00 - Prepress Technicians and Workers (O*NET)

SAMPLE JOB TITLES

Prepress Technician, Electronic Prepress Operator (EPP Operator), Plate Maker, Prepress Operator, Pre-Press Technician, Desktop Operator, Electronic Prepress Technician (EPP Tech), Plate Mounter, Pre-Press Proofer, Prepress Stripper

TASKS

- Enter, store, and retrieve information on computer-aided equipment.
- Enter, position, and alter text size, using computers, to make up and arrange pages so that printed materials can be produced.
- Maintain, adjust, and clean equipment, and perform minor repairs.
- Operate and maintain laser plate-making equipment that converts electronic data to plates without the use of film.
- Transfer files from customer supplied discs or in-house files to computer-to-plate (CTP) and digital proofing through high quality imaging devices.
- Operate computer-to-plate platesetter (CTP).
- Examine photographic images for obvious imperfections prior to plate making.
- Operate presses to print proofs of plates, monitoring printing quality to ensure that it is adequate.
- Monitor contact between cover glass and masks inside vacuum frames, in order to prevent flaws resulting from overexposure or light reflection.
- Transfer images from master plates to unexposed plates, and immerse plates in developing solutions to develop images.
- Examine unexposed photographic plates to detect flaws or foreign particles prior to printing.
- Lower vacuum frames onto plate-film assemblies, activate vacuums to establish contact between film and plates, and set timers to activate ultraviolet lights that expose plates.

GENERAL KNOWLEDGE AND UNDERSTANDING

-*Computers and Electronics* — Knowledge of computer hardware and software, including applications, programming and computer-to-plate (CTP) technology.

-*English Language* — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

-*Communications and Media* — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

-*Customer and Personal Service* — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

-*Mathematics* — Knowledge of arithmetic, algebra, geometry, statistics, and their applications.

-*Public Health, Safety and Security* — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective national health, safety and security of operations for the protection of people, data, property, and institutions.

EDUCATION

Most jobs in this occupation require training in vocational schools, related on-the-job experience, or an associate's degree in pre-press operations. Some may require a bachelor's degree.

EXPERIENCE

2-3 years previous work-related skill, knowledge, or experience is required for this occupation.

JOB TRAINING

Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.

PPI005**PRINTING-MACHINE OPERATORS**

Rev 1 March 2008

DESCRIPTION

Set up or operate various types of printing machines, such as offset, letterpress, flexographic, digital, or screen printers to produce print on paper or other materials.

DOTT CLASSIFICATION

8251 Printing-Machine Operators

INTERNATIONAL BENCHMARKS

8251 Printing-Machine Operators (ISCO-88)

51-5023.00 - Printing Machine Operators (O*NET)

SAMPLE JOB TITLES

Press Operator, Pressman, Printing Press Operator, Printer, Offset Pressman, Printing Pressman, Offset Press Operator, Flexographic Press Operator, Digital Press Operator, Digital Wide Format Printing Operator, Screen Printing Operator, Rotogravure Press Operator

TASKS

- Inspect and examine printed products for print clarity, color accuracy, conformance to specifications, and external defects.
- Push buttons, turn handles or move controls and levers to start and control printing machines.
- Reposition printing plates, adjust pressure rolls, or otherwise adjust machines to improve print quality, using knobs, handwheels, or hand tools.
- Set and adjust speed, temperature, ink flow, and positions and pressure tolerances of equipment.
- Examine job orders to determine details such as quantities to be printed, production times, stock specifications, colors, and color sequences.
- Select and install printing plates, rollers, feed guides, gauges, screens, stencils, type, dies, and cylinders in machines according to specifications, using hand tools.
- Monitor feeding, printing, and racking processes of presses in order to maintain specified operating levels and to detect malfunctions; make any necessary adjustments.
- Operate equipment at slow speed to ensure proper ink coverage, alignment, and registration.
- Load, position, and adjust unprinted materials on holding fixtures or in equipment loading and feeding mechanisms.
- Pour or spread paint, ink, color compounds, and other materials into reservoirs, troughs, hoppers, or color holders of printing units, making measurements and adjustments to control color and viscosity.

GENERAL KNOWLEDGE AND UNDERSTANDING

-Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

-Public Health, Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective national health, safety and security of operations for the protection of people, data, property, and institutions.

-Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

EDUCATION

These occupations usually require a high school education and may require some vocational training or job-related course work in printing-press operations. In some cases, an associate's or bachelor's degree could be needed.

EXPERIENCE

Some previous work-related skill, knowledge, or experience may be helpful in these occupations, but usually is not needed.

JOB TRAINING

Employees in these occupations need anywhere from a few months to one year of working with experienced employees.

PPI006

FACTORY WORKERS AND ASSISTANTS

Rev 1 March 2008

DESCRIPTION

Performing duties of lesser skill under direction of supervisors, managers, skilled operators.

DOTT CLASSIFICATION

9329 Other Manufacturing Labourers

INTERNATIONAL BENCHMARKS

9322 Hand Packers And Other Manufacturing Labourers (ISCO-88)

51-9198.00 - Helpers-Production Workers (O*NET)

SAMPLE JOB TITLES

Factory Worker, Factory Assistant, Helper, Assistant, Worker, Labourer

TASKS

- Operate machinery used in the production process, or assist machine operators.
- Examine products to verify conformance to quality standards, remove excess flash, pack and store acceptable products.
- Observe equipment operations so that malfunctions can be detected, and notify operators of any malfunctions.
- Lift raw materials, finished products, and packed items, manually or using hoists.
- Count finished products to determine if product orders are complete.
- Mark or tag identification on parts.
- Load and unload items and products from machines, conveyors, and conveyances.
- Help production workers by performing duties of lesser skill, such as supplying or holding materials or tools, tending machines, feeding materials into machines and cleaning work areas and equipment.
- Clean and lubricate equipment.
- Record information such as the number of products tested, meter readings, and dates and times of product production.

GENERAL KNOWLEDGE AND UNDERSTANDING

-Mechanical — Basic knowledge of machines and tools, including their designs, uses, repair, and maintenance.

-Public Health, Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective national health, safety and security of operations for the protection of people, data, property, and institutions.

-Production and Processing — Basic knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

EDUCATION

These occupations may require a high school education, or this may not be necessary.

EXPERIENCE

No previous work-related skill, knowledge, or experience is needed for this occupation.

JOB TRAINING

Employees in this occupation need anywhere from a few days to a few months of training.

PPI007

BINDING/FINISHING WORKERS

Rev 1 March 2008

DESCRIPTION

Set up or operate binding, cutting, folding, collating machines that produce books and other printed materials.

DOTT CLASSIFICATION

7344 Bookbinders and Related Workers

INTERNATIONAL BENCHMARKS

7345 Bookbinders And Related Workers (ISCO-88)

51-5011.00 - Bindery Workers (O*NET)

SAMPLE JOB TITLES

Bindery Worker, Machine Operator, Binder Operator, Bindery Operator, Bindery Technician, Bindery Cutter Operator, Bindery Helper, Folder Operator, Stitcher, Finisher.

TASKS

- Read work orders to determine setup specifications and instructions.
- Examine stitched, collated, bound, and unbound product samples for defects such as imperfect bindings, ink spots, torn or loose pages, and loose and uncut threads.
- Start machines and make trial runs to verify accuracy of machine setups.
- Set up, or set up and operate machines that perform binding operations such as cutting, pressing, folding, collating and trimming on books and related articles.
- Move controls to adjust and activate bindery/folding/collating/cutting machines.
- Observe and monitor machine operations to detect malfunctions and to determine whether adjustments are needed.
- Install and adjust bindery machine devices, such as knives, guides, rollers, rounding forms, creasing rams, and clamps, in order to accommodate sheets, signatures, or books of specified sizes, using hand tools.
- Maintain records of daily production, using specified forms.
- Fill machine paper feeds.
- Lubricate and clean machine parts, and make minor repairs in order to keep machines in working condition.

GENERAL KNOWLEDGE AND UNDERSTANDING

-*Mechanical* — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

-*Public Health, Safety and Security* — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective national health, safety and security of operations for the protection of people, data, property, and institutions.

-*Production and Processing* — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

EDUCATION

These occupations usually require a high school education and may require some vocational training or job-related course work in binding/finishing operations.

EXPERIENCE

Some previous work-related skill, knowledge, or experience may be helpful in these occupations, but usually is not needed.

JOB TRAINING

Employees in these occupations need anywhere from a few months to one year of working with experienced employees.

PPI008**EXTRUSION-MACHINE WORKERS**

Rev 1 March 2008

DESCRIPTION

Set up, operate, or tend machines to extrude or draw thermoplastic materials into bags, tubes, rods, hoses, bars, or structural shapes.

DOTT CLASSIFICATION

8232 Plastic-Products Machine Operators

INTERNATIONAL BENCHMARKS

8232 Plastic-Products Machine Operators (ISCO-88)

51-4021.00 - Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic (O*NET)

SAMPLE JOB TITLES

Extruder Operator, Machine Operator, Extrusion Press Operator, Operator, Setup Operator, Bag Extruder, Blow Film Machine Operator.

TASKS

- Measure and examine extruded products in order to locate defects, and to check for conformance to specifications; adjust controls as necessary to alter products.
- Determine setup procedures and select machine dies and parts, according to specifications.
- Install dies, machine screws, and sizing rings on machines that extrude thermoplastic materials.
- Change dies on extruding machines according to production line changes.
- Start machines and set controls to regulate vacuum, air pressure, sizing rings, and temperature, and to synchronize speed of extrusion.
- Replace worn dies when products vary from specifications.
- Reel extruded products into rolls of specified lengths and weights.
- Troubleshoot, maintain, and make minor repairs to equipment.
- Clean work areas.

GENERAL KNOWLEDGE AND UNDERSTANDING

-*Mechanical* — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

-*Public Health, Safety and Security* — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective national health, safety and security of operations for the protection of people, data, property, and institutions.

-*Production and Processing* — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

-*Mathematics* — Knowledge of arithmetic, algebra, geometry, statistics, and their applications.

-*English Language* — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

EDUCATION

This occupation usually requires a high school education and may require some vocational training or job-related course work in plastic extrusion. In some cases, an associate's or bachelor's degree could be needed.

EXPERIENCE

Some previous work-related skill, knowledge, or experience may be helpful in these occupations, but usually is not needed.

JOB TRAINING

Employees in these occupations need anywhere from a few months to one year of working with experienced employees.

PPI009

INJECTION/BLOW MOULDING-MACHINE OPERATORS

Rev 1 March 2008

DESCRIPTION

Set up, operate, or tend plastic injection or blow molding machines to mold thermoplastic parts or products.

DOTT CLASSIFICATION

8232 Plastic-Products Machine Operators

INTERNATIONAL BENCHMARKS

8232 Plastic-Products Machine Operators (ISCO-88)

51-4072.00 - Molding, Coremaking, and Casting Machine Setters, Operators, and Tenders, Metal and Plastic (O*NET).

SAMPLE JOB TITLES

Injection Molding Machine Operator, Blow Molding Machine Operator, Machine Operator, Plastic Molding Machine Operator.

TASKS

- Observe continuous operation of automatic machines to ensure that products meet specifications and to detect jams or malfunctions, making adjustments as necessary.
- Measure and visually inspect products for surface and dimension defects in order to ensure conformance to specifications, using precision measuring instruments.
- Set up, operate, plastic injection/blow molding machines for thermoplastic parts or products.
- Position and secure work pieces on machines, and start feeding mechanisms.
- Turn valves and dials of machines to regulate pressure, temperature, and speed and feed rates, and to set cycle times.
- Remove finished or cured products from molds, using hand tools, air hoses and other equipment; stamp identifying information on products when necessary.
- Trim excess material from parts, using knives, and grind scrap plastic into powder for reuse.
- Cool products after processing to prevent distortion.
- Install dies onto machines or presses, then coat dies with parting agents, according to work order specifications.

GENERAL KNOWLEDGE AND UNDERSTANDING

-*Mechanical* — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

-*Public Health, Safety and Security* — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective national health, safety and security of operations for the protection of people, data, property, and institutions.

-*Production and Processing* — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

-*Mathematics* — Knowledge of arithmetic, algebra, geometry, statistics, and their applications.

-*English Language* — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

EDUCATION

This occupation usually requires a high school education and may require some vocational training or job-related course work in plastic injection/blow molding. In some cases, an associate's or bachelor's degree could be needed.

EXPERIENCE

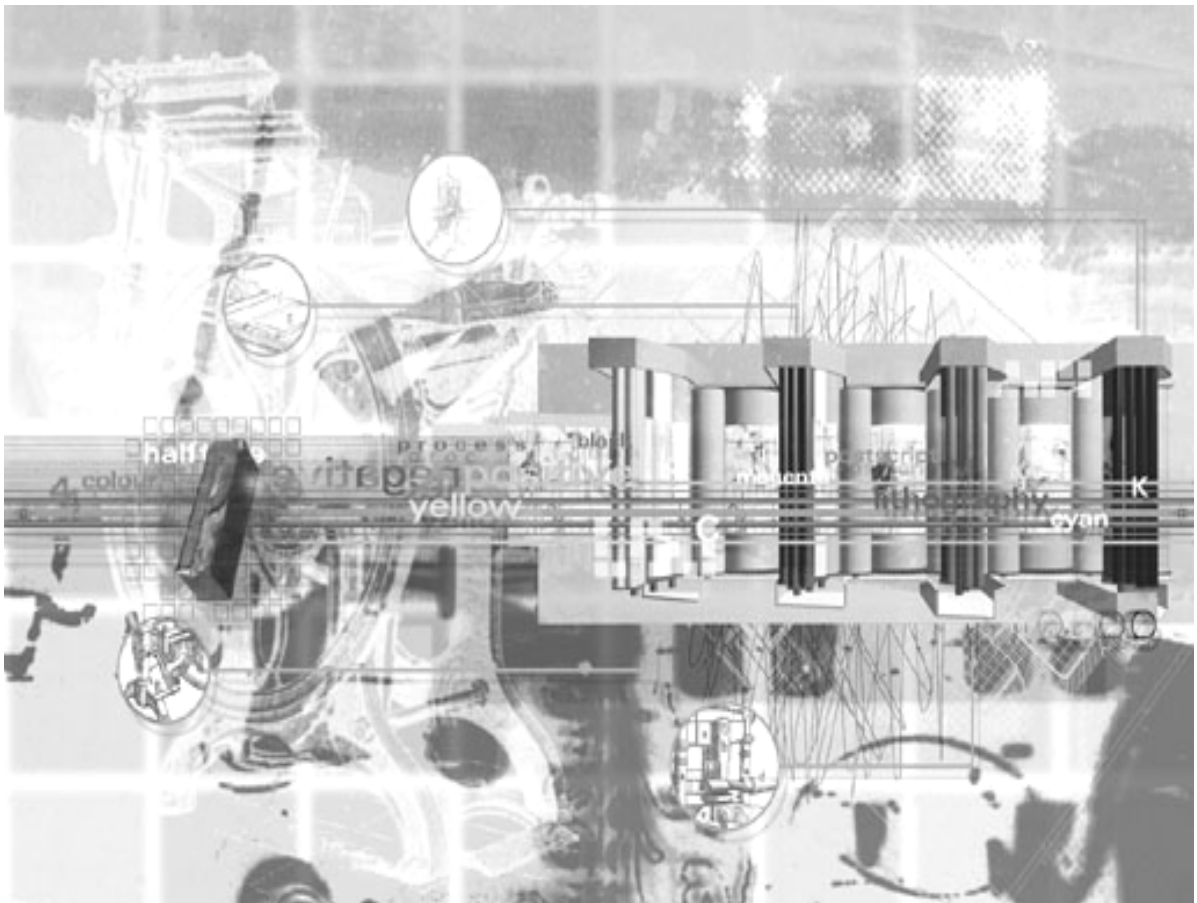
Some previous work-related skill, knowledge, or experience may be helpful in these occupations, but usually is not needed.

JOB TRAINING

Employees in these occupations need anywhere from a few months to one year of working with experienced employees.



**Printing and Packaging Industry Council
Trinidad and Tobago**



PPIC
Printing and Packaging
Industry Council

MTI
Ministry of Trade and
Industry

RCL
Ray Consulting
Limited

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